



Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 2

The U.S. Embassy in Cairo is seeking an individual for the position of “INFORMATION ASSISTANT FOR CULTURE, EDUCATION AND BROADCAST” in Public Affairs Office.

OPEN TO: All Interested Candidates.

POSITION: Information Assistant for Culture, Education and Broadcast - LES-9⁽¹⁾; FP-5⁽²⁾

OPENING DATE: January 2, 2014

CLOSING DATE: January 16, 2014

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-9, step 1 is L.E. 93,286.

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

BASIC FUNCTION OF POSITION

The Information Assistant for Cultural, Educational, and Broadcast Issues serves as the U.S. Mission LES employee responsible for outreach to the Egyptian print media in the area of culture and education, and for monitoring and reporting on broadcast media. In her/his capacity as a media expert, s/he advises the Ambassador, Public Affairs Officer, Information Office, and other U.S. Mission elements on the most appropriate strategies, programs, and tools for conveying the Mission's public diplomacy messages on Cultural and Educational Issues to the Egyptian print media.

On a daily basis, the incumbent monitors the print media for coverage and commentaries on cultural and educational issues relevant to the bilateral relationship, and provides written inputs into daily media reporting for the Embassy and Washington, DC.

On a daily basis and in coordination with the Senior Media Advisor, the incumbent monitors broadcast media for coverage and commentaries on issues relevant to the bilateral relationship and provides written inputs into daily media reporting for the Embassy and Washington, DC.

In coordination with other media staff and his or her supervisor, the incumbent produces good quality translations of media commentary and or reportage on issues of significance to the U.S. Mission in Cairo.

Prepares anticipated questions and suggests appropriate answers for talking points drafted for the Ambassador, Public Affairs Officer, Information Officer, heads of other U.S. Mission elements, and high-level U.S. Government officials, as required.

Checks the accuracy of translations from Arabic to English, drafts materials in English and Arabic, and edits Washington-generated Arabic-language articles, to enhance placement in the Egyptian print media and or on the Embassy web page.

Maintains working-level contacts in Egyptian print media organizations and working-level contacts in broadcast media with the purpose of achieving press placements, tracking coverage opportunities for U.S. Government speakers, and facilitating contacts between the members of the media and Embassy officers.

Liaises with the Web Site Manager and Information Resource Center specialists, as necessary, to develop information materials in Arabic, on issues concerning the bilateral relationship, for the Egyptian media and other Egyptian audiences, and to support public affairs strategies for visiting U.S. Government officials.

Due to the importance of the U.S.-Egypt bilateral relationship and the sensitivity of the opinion environment, which hampers the advocacy of U.S. policies, this position is one of the most important and sensitive LES positions in the Mission.

The Information Assistant for Cultural, Educational, and Broadcast Issues is supervised directly by the Assistant Information Officer/Political Issues (AIO/P) and indirectly by the Information Officer (IO).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Lamiaa or Cindy at 2797-3001.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1- University degree in journalism, humanities, political science, fine arts, public affairs, international relations, history, sociology / anthropology, communications, or English is required.
- 2- Five years of experience in professional positions dealing with the media and cultural affairs. Must have developed the poise and interpersonal skills necessary to achieve easy access to high-level contacts in the Egyptian media, educational institutions, and cultural organizations.
- 3- Level IV (fluent) English and Arabic.

SELECTION PROCESS

"Mission policy prohibits pre-selection of applicants."

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given

preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: cairojobs@state.gov

POINT OF CONTACT

Lamiaa Hafez or Cindy El Deib

Telephone: 2797-3001 - FAX: 2797-2611

Drafted: **CElDeib**
Cleared: DElGohary
Approved: Tod Duran

CLOSING DATE FOR THIS POSITION: January 16, 2014

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital

status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.